

CORRECTIVE ACTION PLAN (CAP)

Letcher County

District Must Demonstrate Correction of **All** Findings of Noncompliance as Evidenced by Written Notification from DECS no Later than April 13, 2011

KCMP/APR Indicator	Activity(s) (Refer to Corrective Action Plan section after each Indicator discussion for DECS directives.)	Person(s) Responsible by Title	Status Toward Completion (Submitted to DECS quarterly by dates shown below)	Anticipated Beginning and Completion Dates	
Indicator 13 (<i>Secondary Transition</i>)	1) The district shall convene appropriately constituted Admission and Release Committees (ARC) to address the student-specific instances of noncompliance.	1) DoSE/ARC Chairpersons	Quarter 1 Status In Progress	Aug. 10	Oct. 10
	2) The district shall submit documentation of the correction of all identified noncompliances to DECS by November 15, 2010. Documentation shall include: <ul style="list-style-type: none"> • Invitation to ARC meeting where transition was discussed • Permission to invite outside agency (as appropriate) • IGP/ILP/Multi-year course of study • Most current IEP and conference summary where secondary transition was discussed/updated • Copy of previous year's IEP 	2) DoSE/Special Education Consultant, Kentucky Valley Educational Cooperative (KVEC)	In Progress	Aug. 10	Oct. 10
	Action Steps: 1) The district shall send the following individuals to training on the specific regulatory requirements for Indicator 13, and the development of Individual Education Programs (IEPs) that include the required transition content for each youth:	1) DoSE/ARC Chairpersons/ Department Chairpersons	In Progress	July 10	Oct. 10

Status Reports to be submitted to DECS Team Leader by July 30, October 30, 2010 and January 30, 2011

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	<p>Director of Special Education (DoSE)</p> <p>At least one (1) ARC Chairperson from each high school and middle school in the district</p> <p>At least one (1) Special Education Department Chair, team leader or other special education staff person from each high school and middle school in the district</p> <p>This training will be conducted by KDE at a time and place to be determined by KDE.</p> <p>2) Subsequent to the training described above, the following district staff shall be required to attend a webinar on Indicator 13 provided by KDE.</p> <p>All middle and high school special education teachers responsible for (or who may be responsible for) developing IEPs for students sixteen (16) and older (or younger if determined to be appropriate by the ARC)</p> <p>All high school and middle school ARC Chairpersons</p> <p>All related service personnel responsible for (or who may be responsible for) developing IEPs for students sixteen (16) and older (or younger</p>	<p>2) DoSE/Middle School/High School Special Education Teachers /Chairpersons specific to transition issues</p>	<p>In Progress</p>	<p>July 10</p>	<p>Oct. 10</p>

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	<p>if determined to be appropriate by the ARC).</p> <p>3) In addition to the quarterly reporting on the status of all other Corrective Action Plan (CAP) activities included in this report, the district shall also submit with each quarterly report documentation of :</p> <p>All ARCs convened to discuss transition during that quarter</p> <p>Required documentation includes the following for each meeting:</p> <ul style="list-style-type: none"> ▪ Invitation to ARC meeting where transition was discussed ▪ Permission to invite outside agency (as appropriate) ▪ IGP/ILP/Multi-year course of study ▪ Most current IEP and conference summary where secondary transition was discussed/updated ▪ Copy of previous year's IEP 	3) DoSE/Special Education Consultant	In Progress	July 10	Oct. 10
			<u>Quarter 2 Status</u>		
			<u>Quarter 3 Status</u> <i>January 30, 2011 status notes go here.</i>		
			<u>Additional Comments</u> <i>Any final notes go here.</i>		
Indicator 20 (Timely and	1) Obtain technical assistance from a source	1) DoSE/ Special	<u>Quarter 1 Status</u> In Progress	Aug. 10	Oct. 10

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Accurate Data)	<p>other than district personnel on how to appropriately conduct record reviews for the purpose of garnering data for the KCMP or other required reports to KDE.</p> <p>The district must receive prior approval of the trainer from DECS.</p> <p>This training must be based on the KCMP Record Review Instruction Manual and must include the following district personnel:</p> <ul style="list-style-type: none"> • Director of Special Education • All district membership of the KCMP District Review Team, and • Any other individuals identified by the district to conduct record reviews for the purpose of gathering data for the KCMP or other required reports <p><i>Note: It is highly recommended that the district use the services of its special education cooperative for the training.</i></p>	Education Consultant	<p><u>Quarter 2 Status</u></p> <p><i>October 30, 2010 status notes goes here.</i></p>		
			<p><u>Quarter 3 Status</u></p> <p><i>January 30, 2011</i></p>		
	2) Prior to submission of KCMP data generated by record reviews, the district shall conduct random cross-checks of the record reviews to ensure accuracy of the data and will correct any data errors prior to the KCMP submission.	2) DoSE/Special Education Consultant	In Progress	Aug. 10	Oct. 10
	3) The Director of Special Education or designee	3) DoSE/Special	In Progress	Aug. 10	Oct. 10

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	<p>will be responsible to ensure KCMP data are accurately reported.</p> <p>4) A written summary on the progress of the district in achieving compliance with Indicator 20 requirements will be provided to KDE on a quarterly basis. This must include a detailed explanation of how the district is implementing items 2 and 3 above.</p> <p>1. Special Education teachers, DoSE, district review team members, principals, and school psychologists will receive technical assistance from KVEC on how to appropriately conduct record reviews.</p> <p>2. On a quarterly basis the district shall conduct random cross-checks of the record reviews to ensure accuracy of the data and will correct any data errors prior to the KCMP submission.</p> <p>3. On a quarterly basis KVEC shall conduct random cross-checks of 10% of the due process folders to ensure record reviews are being conducted accurately.</p>	<p>Education Consultant</p> <p>4) DoSE/Special Education Consultant</p> <p>1) DoSE/Special Education Consultant</p> <p>2) DoSE/Special Education Consultant</p> <p>3) DoSE/Special Education Consultant</p>	<p>In Progress</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p> <p><u>Additional Comments</u></p> <p><i>Any final notes go here.</i></p>	<p>Aug. 10</p> <p>Aug. 10</p> <p>Aug. 10</p> <p>Aug. 10</p>	<p>Oct. 10</p> <p>Oct. 10</p> <p>Oct. 10</p> <p>Oct. 10</p>

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	<p>disability. This instrument will document and assess student's progress or lack thereof through scientifically researched based interventions in four to six week intervals. During and after that period, it will be determined if interventions were successful or failed. At that point a decision will be made as to whether or not a full referral for specially designed instruction is needed. As noted under persons responsible, the appropriate staff will convene, decided upon needed interventions per areas of concern, implement interventions and monitor for the given time period.</p> <p>Related to eligibility and least restrictive environment the district must receive KDE approved training, develop and implement a plan to review due process files. On a quarterly basis, the district shall provide written documentation to the DECS Team leader showing the progress.</p> <p>Action Steps: 1) Receive KDE-approved training for all special education administrators, principals, psychologists, ARC chairpersons, caseload managers and others designated by the district in the areas of interventions/referral, evaluation, and eligibility.</p>	Counselors/Regular Education Staff/Related Service Providers	In Progress	Aug. 10	Oct. 10

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	<p>The interventions/referral trainings will include:</p> <ul style="list-style-type: none">a. Research-based interventionsb. Will be aligned to the students area(s) of concern.c. Occur in the general education settingd. collect, document, and evaluate intervention data at regularly scheduled intervals (all documentation to be attached to referral)e. sharing results with parents <p>At least one, possible two trainings will be conducted by KDE approved facilitators of district pre-referral processes which will include research based interventions. Additionally, training will be conducted on determining eligibility for those students who qualify and the placement of those students in the least restrictive environment.</p> <p>2) Develop and implement a plan to review due process files of <u>all</u> students identified under any categorical areas that have been cited by KDE for compliance issues. This process must be implemented subsequent to the above training. This plan will be developed by the DoSe/Special education Consultant to capture all areas identified in non-compliance. DoSe</p>	2) DoSe/Special Education Consultant	In Progress	Aug. 10	Oct. 10

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	and consultant will a record review document approved by KDE to record data in identified areas of concern - TIMELINE				
	3) On a quarterly basis, the district shall provide written documentation to the DECS Team leader showing the progress being made by the district in correcting eligibility issues. This documentation shall include, but is not limited to copies of ARC evaluation planning meeting summaries, evaluation reports, eligibility determination meeting documents and revised IEPs.	3) DoSE/Special Education Consultant	In Progress	Aug. 10	Oct. 10
	4) Determine if an ARC needs to be held to re-determine eligibility, re-evaluation needs, complete the due process procedures to correct non-compliance. Ten percent (10%) of records will be reviewed by KVEC for proper documentation and compliance eligibility issues.	4) DoSE/Special Education Consultant	In Progress	Aug. 10	Oct. 10
	5) On a quarterly basis, the district shall provide written documentation to the DECS Team leader showing the progress being made by the district in correcting eligibility issues. This documentation shall include, but is not limited to copies of ARC evaluation planning meeting summaries, evaluation reports, and eligibility determination meeting documents and revised IEPs.	5) DoSE/Special Education Consultant	In Progress	Aug. 10	Oct. 10
			<u>Quarter 2 Status</u>		

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			<p><i>October 30, 2010 status notes goes here.</i></p> <p><u>Quarter 3 Status</u></p> <p><i>January 30, 2011 status notes go here.</i></p> <p><u>Additional Comments</u></p> <p><i>Any final notes go here.</i></p>		
<i>Least Restrictive Environment</i>	<p>As outlined in 707 KAR 1:350, Section 1, the District will provide training in the following areas: reviewing documentation of Least Restrictive Environment (LRE) considerations by the ARC. In making the determination of the setting in which a student's IEP is to be implemented, the district must ensure:</p> <ul style="list-style-type: none"> • Special classes, separate schooling, or other removal from the regular education environment occurs only if education in the regular education environment with the use of supplementary aids and services cannot be satisfactorily achieved due to the nature or severity of the 	DoSE/Special Education Consultant/ KVEC	<p><u>Quarter 1 Status</u></p> <p>In Progress</p> <p><u>Quarter 2 Status</u></p> <p><i>October 30, 2010 status notes goes here.</i></p> <p><u>Quarter 3 Status</u></p>	Aug. 10	Oct. 10

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	<p>disability</p> <ul style="list-style-type: none"> A continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services <p>A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.</p>		<p>January 30, 2011 status notes go here.</p> <p><u>Additional Comments</u></p> <p>Any final notes go here.</p>		

For KDE/DECS Use Only			
Step	Date	Action Taken	Additional Comments
CAP received by Team Lead			
District Notified of CAP Disposition (i.e. Accepted, Returned to district)			
Status Report received by Team Lead.			
Status Report received by Team Lead.			
Status Report received by Team Lead.			
<p>Note: Documentation of correction for all student-specific instances of noncompliance identified in the report shall be submitted to the Team Lead by November 15, 2010</p>			
CAP verification conducted by DECS			

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_____ CAP approval signature/date

_____ CAP closure signature/date

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